

# INCA COMMUNITY SERVICES, INC.

## **Board of Directors Agenda**

**April 24, 2023 - 5:00 P.M.**

202 S. Capitol, P.O. Box 68  
Tishomingo, Oklahoma 73460  
580-371-2352

1. Call Meeting to Order
2. Establish Quorum
3. Program Highlight/Customer Satisfaction Report: ESG
4. Consideration/Possible Action:
  - A. Acceptance of corrected February 2023 Minutes
  - B. Acceptance of March 27, 2022 Board Minutes
5. Consideration/Possible Action: Acceptance of Financial Report for March 2023
6. Consideration/Possible Action: CSBG 22 line item budget revision
7. Consideration/Possible Action: Permission to Apply - ESG - \$100,000.00
8. Consideration/Possible Action: Permission to apply - JAMM Transit 5339(a) - \$178,980.00
9. Training: Overview of organization
  - A. History
10. Consideration/Possible Action Policies and Procedures:
  - A. Whistleblower Policy
  - B. JAMM Title VI
11. Consideration/Possible Action Job Descriptions
  - A. Strategic Advisor
  - B. Transit Administrative Assistant
12. Program Reports:
  - A. Shawna Latham: RSVP Report
  - B. Amber Freeman: Communication/Planning
    - a. ROMA
    - b. Social Media/Communications

- C. Kathy Castleberry: Head Start/Early Head Start Report
  - a. CACFP Reports for March 2023
- D. Wanda Gray: Community Services Report
  - a. CSBG Monitoring
  - b. INCA - Johnston Virtual LIFT Field Site Visit Final Results Email
- E. Kristy Mobbs: RAVE Report
- F. Erica Pogue: JAMM Transit/Housing/Human Resources
  - a. Staffing Report
  - b. Housing
  - c. JAMM Transit
    - i. DBE Matters and Achievement
    - ii. ODOT cash flow letter

13. Adjourn: Next Meeting: May 22, 2023

- A. Finance Committee Meeting